



**SOLICITATION NUMBER: 72068021R100002**

**ISSUANCE DATE:** January 20, 2021

**CLOSING DATE/TIME:** February 12, 2021 at  
12:00 noon Cotonou Local Time

**SUBJECT:** Solicitation for a Cooperating Country/Third Country National Personal Service Contractor (CCN/TCN PSC) **Project Management Specialist (Senior Health System Strengthening Specialist)**

*(Local Compensation Plan)*

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1, Sections I through V** of this solicitation. Incomplete or unsigned offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the attached information.

Sincerely,

Michael Sampson  
**Executive Officer, West Africa**

**I. GENERAL INFORMATION**

1. **SOLICITATION NO.: 72068021R100002**
2. **ISSUANCE DATE:** January 20, 2021
3. **CLOSING DATE/TIME FOR RECEIPT OF OFFERS:** February 12, 2021 at 12:00 noon Cotonou Local Time
4. **POSITION TITLE: Project Management Specialist  
(Senior Health System Strengthening Specialist)**
5. **MARKET VALUE:** FCFA 18,024,666– FCFA 33,345,636 equivalent to **FSN-11**  
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of USAID/Benin  
Final compensation will be negotiated within the listed market value.
6. **PERIOD OF PERFORMANCE:** Five-year renewable contract. The position will be reviewed annually and renewed contingent on satisfactory performance, continued need for services, and availability of funds.
7. **PLACE OF PERFORMANCE:** Cotonou, Benin with possible travel as stated in the Statement of Work.
8. **SECURITY LEVEL REQUIRED: Employment Authorization**

**9. STATEMENT OF DUTIES**

**BASIC FUNCTION OF POSITION**

The Senior Health System Strengthening Specialist will provide management, leadership, and technical support on health systems strengthening to USAID/Benin’s health portfolio in family planning, maternal and child health, and malaria. S/he provides evidence-based technical advice to the Mission, develops strategic approaches to health systems across the portfolio, and designs and manages projects and programs related to health systems strengthening. This includes but not limited to policy harmonization, development of harmonized Health Information Systems (HIS), health financing, and engagement of private sector in health systems platforms. Strategic planning, design, evaluation, and partner oversight will be critical elements for the position. The incumbent will represent USAID at the highest government and donor levels.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **1. Senior-Level Strategic and Technical Guidance in Health Systems Strengthening (50%)**

- The incumbent serves as principal technical and strategic advisor, providing guidance and counsel to the Health Office staff and Mission management for USAID/Benin's health system strengthening portfolio related to maternal and child health, family planning, malaria, neglected tropical diseases, private sector engagement, supply chain management, human resources for health, health governance, and health financing. Provides substantive, evidence-based technical guidance and counsel to the Mission and implementing partners on health system issues. Carries out a full range of consultative, advisory, strategic, planning and evaluation responsibilities related to health systems strengthening.
- Serves as a high-level health advisor to USAID/Benin Country Representative and Office of Health. S/he will keep abreast of current and new health systems issues and advise the mission on implications and implementation options.
- Follows political, social, and health trends closely; provides substantive analysis on how these trends affect the development and implementation of the health portfolio and the USG Mission's development portfolio, more broadly.
- Represents USAID to the Benin Ministry of Health leadership and technical Directorates and National Programs, implementing partners, other donors, and USG agencies on USAID/US health system strengthening. Negotiates appropriate strategies to achieve mutually agreed upon sector development objectives. Coordinates with the Ministry of Health, other donors, and the private sector to leverage resources for health systems strengthening to achieve mutual goals and targets such as those related to Family Planning 2020, Ouagadougou Partnership, and the President's Malaria Initiative (PMI).
- Establishes and maintains effective working relationships with USAID/USG (WHO, UNICEF, World counterparts (e.g. World Bank, UN System Agencies, bi- and multi-lateral donors, etc.) for the purpose of policy dialogue and program coordination around health systems topics.
- Liaises and participates, as appropriate, in USAID/Washington Health Systems task forces/working groups to bring additional learning to the Mission in health system strengthening.
- Integrates, as appropriate, technological solutions to build scalability, sustainability, and cost-effectiveness in systems throughout Beninese health sector.
- Summarizes health system strengthening issues and priorities in memos, briefers, talking points, external communications, and other documents as needed.

### **2. Project Design, Management, Monitoring, Evaluation, and Reporting (50%)**

- Provides expert assistance in the design and planning of new health system strengthening activities consistent with USAID/Benin strategies and goals to achieve progress against global health goals; plans will consider and leverage national capacity and resources as well as other donors, implementing partners and interested stakeholders.
- The incumbent will serve as the COR/AOR or Activity Manager for two or more implementing mechanisms related to health system strengthening and will provide technical and management oversight to those activities according to USAID standards. The incumbent will carry out all duties associated with this role – including activity design and selection, implementation, monitoring, reporting, financial management and administration, and close-out as required to ensure successful results in line with Mission Goals and Objectives.
- Prepares documents and contributes actively for portfolio reviews, bilateral reviews, and
- This position cuts across all areas of the health portfolio. As such, the incumbent will work closely with other COR/AORs and Activity Managers to review and provide input on work plans, reports, and other deliverables as it pertains to health systems.

- Oversees collection, monitoring, evaluation, and reporting of health system strengthening interventions in collaboration with AOR/CORs and Mission's Monitoring & Evaluation Specialist. Conducts monitoring and evaluation visits. Provides expert advice and practical experience in helping the MOH and other partners to monitor inputs, outcomes, and overall progress towards specified health system strengthening goals, and advises on best practices.
- Leads and/or advises on assessments or operations research related to health system strengthening activities within the health office portfolio. Contributes actively to portfolio reviews, including bilateral reviews with the GOB and any ad hoc reviews.
- Prepares key health system strengthening planning and reporting documents such as annual reports, Congressional notifications, operational plans, and other key documents.
- Enhance outreach and communication activities for USAID/Benin's health system strengthening portfolio, such as drafting speeches for significant events, press releases, reporting cables, and editing success stories.

### **POSITION ELEMENT**

a. **Supervision Received:** The Health Team Leader will be the incumbent's immediate supervisor. Assignments are in broad terms, primarily of overall objectives to be achieved and suggested approaches to consider. Performance is evaluated primarily in terms of results achieved and compliance with human resources performance evaluation policy.

b. **Supervision Exercised:** None.

c. **Available Guidelines:** The following guidelines will be available to the position holder.

- Global Health, Nutrition and President's Malaria Initiative (PMI) documentation and guidance,
- Automated Directive System; Project Officers Guide Book,
- Evaluation Handbook.
- Federal Acquisitions Regulations Handbook; and
- Mission Orders

d. **Exercise of Judgment:** A high degree of independent judgment is required for planning, monitoring and evaluating design and program activities, reporting and other assignments.

e. **Authority to Make Commitments:** The position holder exercises moderate authority over the planning, design, implementation, and management of project activities. All major written communications to parties outside the Mission involving policy are submitted to the Health Team Leader for clearance. Because the position is procured through a personal services contract, the incumbent cannot make financial commitments on behalf of the U.S. Government.

f. **Nature, Level, and Purpose of Contacts:** The incumbent makes frequent contacts within the Mission, with technical officials of Ministries of the GOB (particularly Health), donors

and NGOs concerning the family health commodities issues, policies, coordination and consultation.

g. **Time Expected to Reach Full Performance Level:** One year

**10. AREA OF CONSIDERATION:** The position is open to Cooperative Country Nationals (an individual who is a Benin citizen – or a non-Benin citizen lawfully admitted for permanent residence in Benin).

All applicants must provide proof of eligible citizenship in their application. Non-Benin citizens must attach copies of their permanent residency permit to their application to be eligible for consideration. No relocation expenses are provided to the job location, Cotonou, Benin. If transportation to Cotonou is required, it will be the employee's responsibility.

**11. PHYSICAL DEMANDS:** The work requested does not involve undue physical demands.

**12. POINT OF CONTACT:** [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha Bonou at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).

## **II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION**

In order to be considered for the position, a candidate must meet the Minimum Qualifications. Applications will be pre-screened and only those that meet the Minimum Qualifications will be considered. These are the minimum qualifications necessary to be considered for the position:

- a) **Education: Education** – Minimum of master's degree in public health, international public health, international development, business administration, or similar discipline is required.
- b) **Prior Work Experience --:** Minimum of five years of progressively responsible experience managing regional- and/or national-level public health programs in low/medium-income countries are required; experience in West Africa is required. Experience in health systems strengthening required. Experience working with international development organizations and/or bilateral or multilateral donors in the health sector is required. Senior-level organizational representation experience with various types of stakeholders (e.g., ministries of health, donor partners, etc.) is required.
- c) **Post Entry Training:** Ongoing training in Agency-specific approaches to project management, design, implementation, and reporting. Technical updates in health-related

domains and agency initiatives. Leadership and supervisory training as appropriate. Computer skills and other Agency-specific information technology training as needed.

- d) **Language Proficiency** (*List both English and host country language(s) proficiency requirements by level (II, III, IV) sp/rd/wr:*

French Level IV speaking, reading, and writing is required. English: Level IV speaking, reading, and writing is required, but may be obtained on-the-job. Fluency in local Beninese languages is required.

- e) **Job Knowledge:** Knowledge of health systems strengthening trends relevant to USAID areas of intervention is required. Familiarity with Ministry of Health organizational structures, strengths, and challenges in Benin is required. Broad-based knowledge of Global Health programs and internationally recognized best practices in health system strengthening.

- f) **Skills and Abilities:** Interpersonal/team skills, including the ability to work effectively in a team and to manage conflict, are required. The incumbent must have representational and negotiation skills, including the ability to liaise with high-level stakeholders. Strong analytical and decision-making skills related to health systems programming are required. The incumbent must have excellent oral and written communication skills. The incumbent must also have professional-level computer literacy and aptitude.

### **III. EVALUATION AND SELECTION FACTORS**

Depth and relevance of qualifications will be assessed by a review of candidates' applications and interview. After candidates' applications have been reviewed, only those which give evidence of meeting the minimum requirements for education, prior work experience, and language will receive further consideration. A Technical Evaluation Committee (TEC) will identify a shortlist of candidates who will be invited to English testing, a written test, and/or an interview. After reviewing all results, the TEC will make a determination of candidates who have the requisite qualifications and experience to successfully fill the position.

Evaluation will be based on the following.

#### **Prior Work Experience (40%):**

**Education:** Minimum of master's degree in public health, international public health, international development, business administration, or similar discipline is required.

**Work Experience:** Minimum of five years of progressively responsible experience managing regional- and/or national-level public health programs in low/medium-income

countries are required; experience in West Africa is required. Experience in health systems strengthening required. Experience working with international development organizations and/or bilateral or multilateral donors in the health sector is required. Senior-level organizational representation experience with various types of stakeholders (e.g. ministries of health, donor partners, etc.) is required.

**Job Knowledge (45%):**

Knowledge of health systems strengthening trends relevant to USAID areas of intervention is required. Familiarity with Ministry of Health organizational structures, strengths, and challenges in Benin is required. Broad-based knowledge of Global Health programs and internationally recognized best practices in health system strengthening is required. The incumbent must have representational and negotiation skills, including the ability to liaise with high-level stakeholders. Strong analytical and decision-making skills related to health systems programming are required. The incumbent must also have professional-level computer literacy and aptitude.

**Skills and Abilities (15%):**

Interpersonal/team skills, including the ability to work effectively in a team and to manage conflict, are required. The incumbent must have excellent oral and written communication skills. French Level IV speaking, reading, and writing is required. English Level IV speaking, reading, and writing is required. Level IV Beninese languages is required.

**Note:** If a candidate does not wish USAID to contact a current employer for a reference check, this should be stated in the application letter.

**IV. PRESENTING AN OFFER**

Submission of a resume alone IS NOT a complete application. This position requires the completion of additional forms and supplemental materials as described in this section. Candidates who fail to provide the required documentation will result in rejection of their applications from further consideration. Applicants should retain for their record copies of all enclosures that accompany their applications. **Application should be in English Language.**

Qualified Offerors must submit the following documents, or their applications will not be considered for this position:

1. Signed U.S. government AID 309-2 form (OFFEROR INFORMATION FOR PERSONAL SERVICES CONTRACTS WITH INDIVIDUALS) which is available at the following link: <https://www.usaid.gov/forms/aid-309-2>, in English. All applicants must submit complete dates (months/years) and hours per week for all positions listed on the form AID 302-2 to allow for adequate evaluation of your related and direct experiences. Applicants should note that the salary history for the purposes of the AID 302-2 is the base salary paid, excluding benefits and allowances such as housing, travel, educational support, etc.

If you encounter problems downloading the form, please contact us at [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov) and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov) and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov).

2. Cover letter and current resume or curriculum vitae (CV), in English. The CV/resume must contain sufficient relevant information to evaluate the application in accordance with the stated evaluation criteria. Broad general statements that are vague or lacking specificity will not be considered as effectively addressing particular selection criteria. Complete dates (month/year) are also required in the CV.

3. Applications must include the names and contact information (telephone and email) for at least three professional references (who are not family members or relatives). The applicant's references must be able to provide substantive information about his/her past performance and abilities. At least one should be the current immediate supervisor or have been an immediate supervisor.

USAID may seek additional contacts for reference check as appropriate or determined necessary. Candidates who do not wish to have current employers contacted must state this in the application; however, such employers would be contacted for references, if candidate is among the most highly rated. Information from reference checks will be included in the final recommendation and ranking of candidates submitted to the contracting officer. These candidates may be invited to return to USAID for additional interviews. Please do not include any award or certificate received in your application at this point; you may refer or cite them you will be asked to provide them at a later stage of the process.

Note that only electronic submissions are accepted. Please do not send hard copies. Electronic submissions should be sent to: [cotonouhr@usaid.gov](mailto:cotonouhr@usaid.gov), and copy Clemencia Acacha at [cacacha@usaid.gov](mailto:cacacha@usaid.gov), and Jean-Luc Tinongbe at [jtinongbe@usaid.gov](mailto:jtinongbe@usaid.gov). Please quote the solicitation number and position title of this solicitation in the subject line of your e-mail application. Submissions must be made via e-mail and MUST be PDF format. Applicants are required to provide their full mailing address and contact information (telephone and e-mail). No response will be sent to unsuccessful applicants.

4. Relevant educational certificate (s), and resident permit.

5. Offers must be received by the closing date and time specified in **Section I, item 3**, and submitted to the Point of Contact in **Section I, item 12**.

The Agency retains the right to cancel or amend the solicitation and associated actions at any stage of the recruitment process.

## **V. LIST OF REQUIRED FORMS FOR PSC HIRES**

Once the Contracting Officer (CO) informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the following forms.

1. Medical History and Examination Form (Department of State Forms)
2. Background Investigation Form
3. Fingerprint Card (FD-258)

**VI. BENEFITS/ALLOWANCES**

1. BENEFITS:
  - Medical Insurance
  - Annual Leave
  - Local and American Holidays
  - Annual Bonus
2. ALLOWANCES:
  - Miscellaneous Benefits Allowance
  - Education Allowance (If applicable)

**VII. TAXES**

Taxes calculation and payment are made as per the local compensation plan.

**VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs**

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. USAID Acquisition Regulation (AIDAR), Appendix J, "Direct USAID Contracts With a Cooperating Country National and with a Third Country National for Personal Services Abroad," including contract clause "General Provisions," available at [https://www.usaid.gov/sites/default/files/documents/1868/aidar\\_0.pdf](https://www.usaid.gov/sites/default/files/documents/1868/aidar_0.pdf)
2. Contract Cover Page form AID 309-1 available at <https://www.usaid.gov/forms>
3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (AAPDs/CIBs) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. Ethical Conduct. By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the "Standards of Ethical Conduct for Employees of the Executive Branch," available from the U.S. Office of Government Ethics, in accordance with General Provision 2 and 5 CFR 2635. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>

**END OF SOLICITATION**